



**CANADIAN ASSOCIATION OF
MUSIC THERAPISTS**

**ASSOCIATION CANADIENNE DES
MUSICOTHÉRAPEUTES**

Job Descriptions

Last Revised – January 2019

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1. CAMT Position Terminology

- **Board Members** will be referred to as Chairs with the exception of the Executive.
- **Groups of volunteers** working towards a common goal will be referred to as Committees/Committee Members
- **Individuals who head the volunteer Committees** will be referred to as Leads
- **Individual volunteers working on a specific task** will be referred to as the position requires i.e. Responder, Coordinator, Advisor

2. CAMT Executive Board Positions:

President:

1. Coordinates all business of the Association with the Manager of Operations
2. Ensures the board votes to assign portfolios at the beginning of each term.
3. Oversees each Board member's work
4. Collaborates with Board members to designate board roles
5. Collaborates with Board members and Manager of Operations with regards to board responsibilities
6. Answers correspondence forwarded from the Manager of Operations
7. Stays in close contact with all members of the Board
8. Organizes all Board meetings and the Annual General Meeting
9. Chairs all Board meetings and the Annual General Meeting
10. Provides the VP with the list of new publications and other awards outside of CAMT awards to be shared with members at the AGM
11. Supports and orients new Board members in collaboration with the Manager of Operations and outgoing Board member
12. Oversees the Manager of Operations and assists them in oversight of contracted services.
13. Initializes, develops, and/or maintains contact with international music therapy, music and other relevant professional associations' Presidents
14. Attends, or sends designate, to other music therapy conferences or related conferences that are of interest to the CAMT
15. Makes visits to all CAMT recognized music therapy training programs within their 2 year term OR designates another representative to do so.
16. Makes visits to Provincial Association AGMs or sends a delegate as possible
17. Serves as an ad hoc member of all committees
18. Submits a president's column to every issue of Ensemble
19. Serves as a spokesperson for the Association
20. Assists and advises provinces on becoming a Provincial Association
21. Liaises with the Canadian Music Therapy Trust Fund
22. Assumes a Board Support role for the conference planning committee
23. Succession planning and training

Vice President:

1. Represents CAMT in the absence of the President
2. Remains in regular contact with the President
3. Chairs meetings in the absence of the President
4. Shares responsibilities for specific projects with the President as necessary
5. Updates Board documentation to reflect current practices
6. Actively seeks replacements to board vacancies
7. Seeks formal indication in January of intention from Board Members whose terms are ending
8. Leads an Awards Committee comprised of an Ethics Board member and a Past President to oversee membership awards and recognitions
9. Reviews and files copies of monthly cheque rosters provided by the Treasurer
10. Responds to research related enquiries and enforces relevant policies
11. Assumes the role of Conference Co-Lead Strategic on the Conference Committee
12. Updates (with direction from all Board portfolios and in conjunction with the Manager of Operations) and maintains all Board documents, including:
 - a. Policies & Procedure manual
 - b. Job Descriptions
 - c. Bylaws
13. Updates, formats and finalizes documents as needed for all Board portfolios, e.g., Awards documents, new policies, etc.
14. Announces the Award recipients and most recent Canadian Book publications (this information is received from the President) at the Annual AGM
15. Succession planning and training

Treasurer/Secretary:

1. Shall have general charge of the finances in consultation with the President
2. Receives receipts and distributes reimbursements to Board members
3. Ensures Manager of Operations receives salary on a bi-weekly basis
4. Requests budget proposals of each board member's designated area and submits a projected yearly budget to the Board of Directors as of November of each year
5. Submits a trial balance financial statement for the CAMT annual Board meetings in May of each year
6. Submits the financial records to the designated accounting firm for yearly review
7. Provides book-keeper with monthly bank statements to facilitate the preparation of the monthly financial activity report for Board members.
8. Ensures GoogleDoc spreadsheet notating payments contains all cheques and provides the VP with access to the spreadsheet in lieu of a monthly cheque roster.
9. Liaise with the Manager of Operations and Publications Chair to obtain written estimates for large printing jobs as well as mailing costs to ensure that CAMT is properly invoiced
10. Liaise with the Manager of Operations regarding financial decisions related to the Conference

11. Liaise with the Manager of Operations regarding all financial aspects of running the office
12. Make monthly payments to vendors via e-transfer or signing and sending cheques
13. Make monthly payments to CRA as directed by book-keeper via CRA
14. Assumes a Board Support role for the conference planning committee
15. Succession planning and training

Manager of Operations:

Staff Position – refer to contract

CAMT Board Positions:

Advocacy Chair:

1. Remains up to date on matters concerning government regulation of music therapists across all provinces & territories
2. Acts as a resource to the CAMT membership, the CAMT Board of Directors and committee members in regard to issues concerning government regulation by:
 - a. Providing access to information on matters of government regulation
 - b. Ensuring effective and efficient communication on all matters pertaining to government regulation
 - c. Participating in annual forums and meetings chaired by CAMT Board of Directors members
 - d. Serving as an ad hoc member on committees as needed
 - e. Chairing a government regulations committee comprised of music therapy government regulation representatives from each province
 - f. Supporting communication on matters of government regulation between the CAMT, and various partners such as the provincial associations, and representatives of the CAMT-approved music therapy training programs in Canada
 - g. Chairing an annual meeting of the government regulations committee at the CAMT conference
3. Chairs and recruits for the Advocacy Advisory Council Committee
4. Participates actively in envisioning, strategizing, and accomplishing all goals of the Advocacy Advisory Council, the Task Forces, the CAMT board, etc.
5. Recruits the Clinical Population Task Force Leads and Committee members.
6. Supports the Clinical Population Task Forces and acts as a liaison between them and the Board of Directors regarding the creation of resources and materials.
7. Assumes a Board Support role for the conference planning committee
8. Succession planning and training

Certification Chair:

1. Manages emails concerning questions on internships and MTA Certification
2. Chairs a certification support meeting for students and interns at the CAMT annual conference
3. Chairs a supervisor support meeting at the CAMT annual conference
4. Communicates with Provincial representatives to offer certification support on a provincial level
5. Provides assistance to those candidates requiring guidance to complete certification process, i.e. suggest a mentor
6. Compiles feedback from members to share at CAMT BOD meetings
7. Announces names of new MTAs at the AGM. Receives stats from CAMT Office.
8. Handles issues related to certification under special circumstances, including internationally-trained music therapists and individuals who do not meet current certification requirements
9. Actively updates the Internship Guidelines and Internship Evaluation Form, presents proposed changes to the board for approval, and distributes approved changes to the appropriate parties
10. Handles issues concerning clarification or interpretation of the Internship Guidelines
11. Acts as a resource person for the Coordinators of Canadian Music Therapy university programs, internship supervisors, interns, and to other members of the CAMT regarding internship procedures
12. Promotes Internship Supervisor training and peer support
13. Monitors, supports and assists with projects of the following committees (when active):
Standards and Procedures, Competencies, and New Program Review
14. With the CAMT President strikes committees to review applications for approval from new Canadian music therapy training programs
15. Develop and maintains a process for the ongoing review of current CAMT-recognized education programs
16. Updates and maintains Standards and Procedures for Program Recognition for both Undergraduate and Graduate Programs
17. Plans Educator's Forum Including:
 - a. Sharing date of forum with all Educators
 - b. Collecting RSVPs to find out who will be in attendance
 - c. Collaborating with the Manager of Operations to make arrangements for coffee, lunch and AV
 - d. Appointing/inviting a meeting chair and minute-taker from those who will be attending
 - e. Collecting items for the agenda and sharing the agenda with those who will be attending
18. Attends the Educator's Forum, at the CAMT annual conference and shares relevant developments between the board and the educators
19. Assumes a Board Support role for the conference planning committee
20. Succession planning and training

Continuing Education Chair:

1. Maintains and revises the Continuing Education Handbook including CE Bursary guidelines
2. Updates Excel spreadsheet for CE summary data on USB drive
3. Assembles a committee to review (i.e. audit) a selected number of CEC summary files annually
4. Answers inquiries regarding Continuing Education Policy
5. Chairs a CE Bursary Review Committee twice annually to select recipients of the Continuing Education Bursary based on criteria set by the CAMT Board of Directors
6. Oversees the Online Professional development initiative
7. Assumes a Board Support role for the conference planning committee
8. Liaises with the Research Committee
9. Succession planning and training

Ethics Chair

1. Reviews and revises the Code of Ethics as required for approval by the CAMT membership
2. Reviews and revises the Disciplinary and Appeal Procedures for approval by the CAMT membership
3. Helps to identify and describe professional standards of practice for music therapists
4. Responds to member enquiries about ethics in clinical practice
5. Responds to public enquiries about Music Therapy Ethics
6. Stays abreast of emerging themes in ethics for MTAs and addresses them through the formulation and leadership of adhoc committees as necessary
7. Oversees the Professional Practice Committee
8. Oversees the Ethical Promotion of Music Therapy Committee
9. Appoints and supports a Practice Consultant
10. Educates the membership about prevalent ethical issues in the following ways:
 - a. Maintains the Ethics content on the CAMT website
(<http://www.musictherapy.ca/about-camt-music-therapy/camt-ethics>)
 - b. Writes ethics-focused articles for Ensemble
 - c. Organizes a 60 minute ethics presentation to take place at the annual national conference (late May)
11. Initiates procedures when a formal ethics complaint or appeal is submitted
12. Supports Provincial Associations in responding to cases of misrepresentation as necessary
13. Assumes a Board Support role for the conference planning committee
14. Succession planning and training

Publications Chair:

1. Monitors the publication of Ensemble and CJMT
2. Makes recommendations to the Board of Directors for changes within CAMT publications
3. Liaises between the Editors and the Board of Directors
4. Liaises with the Open Access Project Committee
5. Maintains documents related to CJMT
6. Sits on Selection Committee when new editors are needed for CJMT
7. Assumes a Board Support role for the conference planning committee
8. Succession planning and training